

August 30, 2022

**Dr. SHALOM GRACE C. SUGANO**

Principal

VSU Integrated High School

Visca, Baybay City, Leyte

Dear Dr. Sugano,

As I just graduated last August 12, 2022, I am still waiting for the scheduled date set by the University Registrar before I can be able to get my Transcript of Records (TOR). I would like to humbly ask if you could consider my application considering that I am fresh graduate. I promise to submit my Transcript of Records immediately as soon as I am able to acquire it. I am hoping for your kind consideration.

Thank you for your interest and I look forward to hearing from you.

Sincerely,



Joshua B. Casinillo